



Mission and Installation Contracting Command

Government Purchase Card (GPC) Refresher Training



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Agenda

- GPC Administration
- Micro-Purchase Threshold for Supplies
- Regulations/Guidance
- Contracting Web Page
- Prohibited Items
- Pre-Purchase Approval Items
- Special Requirements
- Convenience Checks
- Ethics
- GPC Audits (Findings and Actions)
- Access Online (AXOL)
- Questions



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Presidio of Monterey GPC Administration

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Micro-Purchase Threshold

- Because of FAC 2005-13, the GPC Program now has three maximum single purchase limits:
 - \$2,000 for construction
 - \$2,500 for services
 - \$3,000 for supplies



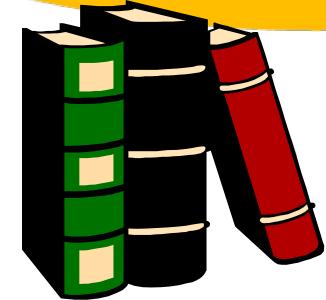


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Regulations / Guidance



- **Guidance:**
- Federal Acquisition Regulation
 - DFARS, AFARS
- Army Purchase Card Operating Procedures
- DoD FMR
- POM GPC Users Guide
 - SOP # DOC-CG001
- Government Purchase Card Checks
 - SOP# DOC SOP-003
 - Card Holder responsible to request





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Contracting Web Page

Review the POM GPC web page for current GPC Info at:

http://www.monterey.army.mil/Contracting/purchase_card.html

http://www.monterey.army.mil/Contracting/purchase_card.html

GPC Training Presentation

- Army GPC Operating Procedures
- POM GPC User Guide (DOC-CG001)
- Check Purchase Request (CPR) (SOP DOC-003)
- GPC Audit Procedures (SOP DOC-006)
- State Tax Exemption Letters (To be updated)
- DoD Concept of Operations
- GSA ADVANTAGE
- DoD E-MALL
- UNICOR
- NIB
- NISH
- Ability One (To be added)





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State Tax Exempt Letters

<https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>

Ability One Website

<http://www.abilityone.gov/>





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PROHIBITED PURCHASE

A requirement may not be “SPLIT” to circumvent the \$3,000 (SUPPLY); \$2,500 (SERVICES) and \$2,000 (CONSTRUCTION) single purchase limit.

REMEMBER

- Your requirement is what is known at the time
- Requirements are evaluated at the most macro level
- Any requirement in excess of the single purchase limit must go to the Contracting Office



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UNAUTHORIZED PURCHASES

- Cash advances
- Travel related purchases
 - Purchase of airline, bus, train, or other travel related tickets
 - Purchase of meals, drinks, lodging or other travel related costs (personal)
- Rental or lease of land or buildings
- Repair of GSA leased vehicles
- Gifts or mementoes for individuals



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UNAUTHORIZED PURCHASES

(cont)

- Telecommunication services (cellular or pager service) without written approval. Cost may never exceed \$2,500.00 per year
- Purchase of telecommunication equipment and repairs without written Network Enterprise Center (NEC)/Chief Information Office (CIO) approval
- ADP hardware or software without prior NEC/CIO written approval
- Repetitive Services exceeding \$2,500 per year
e.g. janitorial, yard and maintenance service
- Personal clothing or footwear, except in emergency situations or when authorized by the agency or regulation





UNAUTHORIZED PURCHASES

(cont)

- Printing or copying services
 - FAR 8.802 prohibits directly contracting with commercial sources
- Construction services in excess of \$2,000.00 including repairs (Davis-Bacon Act)

NOTE: Painting is considered a construction service

- Purchases requiring third party payments
 - Example – Pay Pal, Ebay





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UNAUTHORIZED USES?

- Savings Bonds
- Dating and escort services
- Casino gaming chips
- Court costs, alimony, child support
- Bail and bond payments
- Tax payments
- Your child's tuition payments
- Car payments
- Plastic surgery



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EXCEPTIONS

- **Cardholders are prohibited from purchasing food items or light refreshments for personal or Government use.**

LIMITED EXCEPTIONS:

- Sponsoring activities may serve refreshments at award ceremonies recognized under the CIVILIAN employee's incentive awards program
- Formal ethnic awareness program food samples as part of an education program
- May be considered for "**formal conferences**" where specific criteria are satisfied IAW recent Comptroller General decisions. (Legal review required)





EXCEPTIONS

(cont)

- Cardholders are prohibited from purchasing items for personal convenience/not for official Government use – All appliances, handheld/portable electronic devices and clothing
- LIMITED EXCEPTION: If the purchase is deemed proper, by an O6 or above, mission essential and a necessary expense of operating the facility, subject to certain requirements, this can be considered an exception. GET LEGAL CONCURRENCE AND DOCUMENT THE APPROVAL IN WRITING AND FILE WITH THE PURCHASE DOCUMENTS





EXCEPTIONS

(cont)

- Cardholders are prohibited from purchasing bottled water
- LIMITED EXCEPTION:
 - If an agency has a Written report, from an outside water testing agency, determining that the only available water supply is harmful if consumed.
 - If there is no water available (guard shacks, FOBs, etc.)





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EXCEPTIONS

(cont)

- Cardholders are prohibited from purchasing “give-away” items such as trophies, awards plaques and mementoes for farewells and other occasions

LIMITED EXCEPTION:

- The purchase of give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within the authorizing regulation or an approved awards program.
- Commander's Coin under limited circumstances



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EXCEPTIONS

(cont)

- Cardholders are not authorized to purchase business cards
- LIMITED EXCEPTION: Printing of business cards using existing software and agency purchased card stock for use in connection with official activities



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DENIED PURCHASES

When a purchase is denied by US Bank, the cardholder shall immediately contact US Bank at 888 994-6722 to learn the reason for denial.

Coordinate the necessary corrective action with billing official and/or budget analyst.

Contact your AOPC to make the correction to the account.

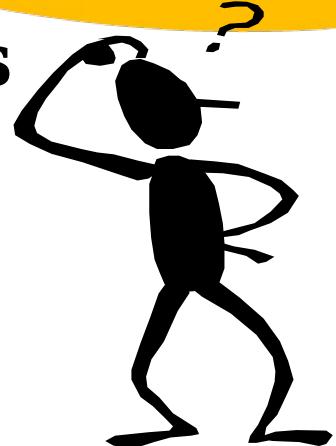


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Pre Purchase Approval Items



- **Water**
- **Advertising**
- **Hazardous Materials**
- **Business Cards**
- **Memberships**
- **Food and Refreshment**
- **Trophies, gifts, awards, plaques, and mementoes as give away**
- **And More.....**

- **See Army Purchase Card Operating Procedures and GPC Users Guide**





Special Requirements

- **Hazardous Materials** - Consult **Hazardous Waste Management Office Prior** to the purchase
- **ADP/FIP** - Consult **NEC/CIO Prior** to the Purchase
- **Property Book** - Does it have a serial number?
 - Consult **Property Book Officer (PCO) Prior** to the Purchase AR 735, Section III - Accountable Officer 2-10(b)
(PBO can not be a cardholder or billing official)



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MANDATORY SOURCES of SUPPLY

Computer Equipment, Hardware and Software

PRIOR to purchase, cardholders are required to obtain an approved CAPR from NEC for the following equipment: Any equipment that emits radio waves, computers, switches, printers, memory sticks / thumb drives, external hard drives, fax machines, scanners, digital cameras, servers, monitors, projectors, digital senders, TVs, routers, Networking Devices, KVM Switches, copiers.

All commercial off-the-shelf (COTS) software, desktops, notebook computers, VTC equipment and IT equipment (routers, servers, printers, etc) MUST be purchased through CHESS.

A CHESS waiver is required prior to purchasing these items of these agreements.



CHESS Website: <https://ascp.monmouth.army.mil>

NOTE: Consolidated Buy Periods are Feb/March and Aug/Sept.
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MANDATORY SOURCE OF OFFICE SUPPLIES

Self Service Supply Center located on an installation

Army BPAs at DoD EMAIL <https://dod-email.dla.mil/acct/>

Federal Supply Schedules

only after the above have been excluded in writing

Commercial Sources

- **Federal Acquisition Regulation (FAR) Part 8**





Training Card Only One per Command

- The GPC shall be used as a method of payment for all commercial training \$25,000 and below. (*Army Purchase Card Operating Procedures para 3-2a. Pg 19*)
- Training Procedures & Inclusions

- **Compose a Memorandum for Record that includes:**

- **Justification for the Training requirement**
 - **List of attendees that include their name, rank, contact number & unit information.**

- **One SF 182 can be used for all attendees.**

Reimbursements: AR690-400, Chapter 410, Subchapter 6-4b(2) if due to negligence or willful misconduct... Reimbursements for expenses from employees failing to complete training





Ethics

- All Government purchase card participants are required to take **annual ethics and acquisition training.**
- Daily Business with Merchants:
 - Cardholders and Billing Officials must use sound judgment in all contacts with merchants. Tax payer dollars are at use for the benefit of the government.
 - Two Factors of Ethics:
 - employees shall not use public office for private gain, and
 - employees shall act impartially and not give preferential treatment to any private organization or individual.





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PCS/Separation

- **Military**: Card must be surrendered to Billing Official for destruction 30 days prior to PCS
- **Civilian**: Card must be surrendered to Billing Official for destruction upon notification of separation



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MICC-POM GPC Audit Findings

- Lack of Supporting Documentation
 - Property book items
 - Missing receipts and purchase documentation
 - Purchases not in monthly folders
- Use of Non-mandatory Sources of Supply
 - Paypal, Kinkos, & Not using DOD E-Mall
- Splitting Requirements
- Not Keeping Current with mandatory Annual “Refresher” and Ethics Training





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MICC- POM GPC Audit Findings (cont)

- **What to Look for in Files:**
 - Appointment Letter
 - Training Certificates (Including initial onsite training)
 - GPC Customer Guide
 - Copy of Audits Performed
 - Monthly File Folders
 - Backup Documents



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MICC-POM GPC Audit Findings

- **What Else Looking For:**
 - Standardized order of filing actions
 - Frequency cardholders using their card
 - If each cardholder has their own folder (not combining all cardholders' actions in one folder)
 - Cards should be secured (locked up) and left at work.





MICC-POM GPC Audit Findings

- **Disciplinary Actions on Violations:**
 - 1st Offense: Normally lenient with warning.
 - 2nd Offense: Will address personal and ethical issues and involves stricter disciplinary measures.
 - Serious Violations Require Strict Discipline
 - Examples: Split purchases; failure to report property book; purchasing prohibited supplies or services and; bypassing mandatory sources.
 - Disciplinary Process is a **judgmental process** and is subject to seriousness of violation.





AXOL

REGULATORY GUIDANCE: **Access Online (AXOL) is mandatory**

- **Cardholders shall:**
- (i) **Reconcile purchases** actually made within 3 working days after date of billing cycle end-date. Electronic statement of account is considered received on the first day following the end of the billing cycle.
- (ii) **Create an Order**. All transactions shall have a matched order and must include a line item description.





AXOL

TRAINING AND PASSWORDS:

- **Web base training (WBT):**
 - <https://wbt.access.usbank.com>
 - Organization short name: army
 - WBT Password: (Contact A/OPC for Password)
- **Access for AXOL Statement Reconciliation :**
 - <https://access.usbank.com>
 - Organization short name: army
 - Billing Officials will obtain a AXOL User ID and Password from the A/OPC
 - Cardholders shall use the online AXOL registration to obtain a AXOL User ID and Password.





AXOL

- **Reconciliation**
 - **Cardholders** match order with the Posted Transaction
 - Army mandate requires **cardholders** to **complete their review and approve their statements** within **three (3) business days** of the end of the billing cycle.
 - **Billing Officials** required to **certify their statements** within **five (5) business days** of the end of the billing cycle.
 - **Rebates a way bank rewards early bill certification.**





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Access Errors:

- What should a individual do if they are given an **error message** such as:
 - User status is consider inactive-contact administrator?
 - This generally means that the ***password needs to be reset and the individual needs to call customer service at 888-994-6722.***



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AXOL

Disputes:

- **What Happens if a charge goes wrong?**
 - 1. Attempt to resolve with vendor
 - 2. Fails - File a cardholder Statement of Questioned Item with US Bank
 - 3. All disputes must be declared in 60 Days

- **Reasons for Disputes:**

- Unauthorized Mail/Phone Orders
- Duplicate Posting
- Merchandise/Services not received
- Merchandise Returned
- Credit not received
- Alteration of Amount
- Inadequate Description
- Unrecognized Charge
- Copy Request





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AXOL

Delinquencies:

- Billing Officials are required to process the statement within 5 business days. This is an Army Mandate. (See Army Purchase Card Operating Procedures)
- **Notices** will be issued to delinquent billing officials whose accounts become delinquent at **30 days**.
- Accounts that become **60 days delinquent** are subject to **suspension** and will be reported to the Billing Official's organization commander.



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AXOL

Communications:

- When to call U.S. Bank 1-888-994-6722
 - Card is Lost or Stolen
 - Card Authorization is Declined
 - AXOL Password needs to be Reset
- What information do you need when you call the bank?
 - Account No.
 - Billing Address (as it appears on your statement)
 - 30 Day Spending Limit
 - Name of Primary A/OPC



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Key Points

- **Purchases must be pre approved by approving official in writing.**
- **Read and know your GPC Guide.**
- **\$3,000 limit - don't split requirements**
- **You are the agent for the Government**
 - **You are liable for your actions**
- **Document, document, document!**
 - **Don't forget property book coordinations.**
- **Call A/OPC if in doubt.**





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QUESTIONS



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